



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF TRANSPORTATION**

**To: All RIDOT Employees**

**From: James R. Capaldi, P.E.  
Director of Transportation**

**Subject: VIOLENCE IN THE WORKPLACE POLICY**

**It is the Department of Transportation's policy to promote a safe environment for our employees. We are committed to designing and maintaining a work place free from violence, threats of violence, bullying and all forms of harassment, intimidation, coercion, extortion and similar behavior. Such behavior may include, but not limited to, oral or written statements, gestures or expressions that communicate a direct or indirect threat to the life, health, well-being, family or property of others. In addition, while on state property, employees are strictly forbidden to have in his/her possession or in any vehicle, any instrument or substance that could be considered a dangerous weapon. Such dangerous weapons include, but are not limited to, guns, knives, explosives, blackjacks, bows and arrows, and any other object or substance that could be considered a dangerous weapon. Such actions are totally unacceptable and anyone found to have committed such acts will be removed from the premises and will be subject to disciplinary action up to and including termination and criminal prosecution where appropriate.**

**It is the duty of every state employee to so conduct himself/herself inside and outside his/her workplace as to be worthy of the esteem a public employee must enjoy. We have a responsibility to treat each other, our supervisors and the general public with respect and courtesy. We must all work together to implement this policy and maintain a safe working environment. Employees are urged not to ignore violent, threatening, harassing, intimidating, coercing, extorting or other similar behavior. If you observe or experience such behavior by anyone on the Department's premises, whether he or she is an employee or not, you are required to report it immediately to a superior. Supervisors who receive such reports should seek advice immediately from their Division Administrator and the Human Resources Office 9-222-2572. Assaults or threats of assault that require immediate attention should be reported to the State Police (9-444-1100) or the local police (9-222-1111) and should also be reported to the Capitol Police at 9-222-3077. In case of emergency, call 9-911.**

**I will support all efforts made by supervisors and managers in dealing with violence in our workplace and will work to ensure that this Policy is effectively implemented.**

*Revised and reissued this 14th day of February 2003 and included with each employee's paycheck.*